

Position Description for AFI Ag Inspector II

1. 35% **INSPECTIONS** - The primary objective of all inspections is to assure compliance with the Kansas Pet Animal Act. Authority includes the formal documentation of compliance and non-compliance plus monitoring corrective action. A primary part of the inspection is the development of cooperative relationships that enables the inspector to work with facility personnel to assure quality care of the animals. The inspector determines if building materials, design, and construction of the shelter are appropriate and will not cause harm to the animals. Additionally, good quality food and potable water are monitored. Sanitation and basic cleanliness in the areas maintaining animals plus adjoining areas are important considerations. Equally important are factors like size of the enclosure and the opportunity to exercise. Overall, animal well being is carefully observed on the basis of a documented veterinarian care program. And finally, pest control, food storage, and record keeping are monitored.
2. 20% **DRIVING** - All inspectors are required to maintain a satisfactory driving record to insure a valid Kansas Drivers license. This is done so to enable the inspector to drive to and from all facilities within the designated area of inspection
3. 20% **REPORT WRITING AND DOCUMENTATION** - Inspectors are responsible for complete and accurate documentation of inspections, investigations, activity logs, monthly statistics and other agency forms consistent with daily responsibilities. With these in mind, the inspector need exercise a great deal of discretion in the detail of document preparation paying particular attention to severity of non-compliant cases. In addition to written, other means of documentation might be used. Those include photographs, videos, audio, maps and diagrams use of all or any one may be used to support legal procedures. Other administrative tasks indirectly related to inspection work are maintaining lists of facility's, scheduling inspections and assuring the assigned motor vehicle is properly maintained.
4. 10% **COMPLAINTS/INTERVIEWS AND OTHER INVESTIGATIONS** - This is accomplished through routine contacts, complaints, newspaper advertisements, and personal visits to events and observation in routine travel. This often involves an initial discussion and evaluation that provides the potential licensee with an assessment of the existing or planned facility.

Education and information on proper procedures relating to the health, safety and welfare of the animals is an integral part of the inspectors' duties. Such education includes the importance and benefits derived from good husbandry practices. Knowledge and close relationships with other agencies and departments are key to the exchange of information outside the jurisdiction of the inspector. This also may develop into further investigation numerous times
5. 10% **ADMINISTRATIVE ACTION** - While full compliance is the objective, in the event of continuous non-compliant activities, other means of action may be implemented. These would include, consent agreements, administrative hearings, and search warrants both inspection and seizure. These intensive projects include, planning and preparation,

securing, capturing and containing, and removing and housing all animals possible within the department's jurisdiction. More specifically, planning and preparation includes completing all necessary documents, notifying any additional personnel, assembling crates, gathering all animal handling equipment and securing the property. Capturing would include securing, labeling and maintaining the animal in a means so as not to be a harm to itself or others. Removing the animals includes loading all crates containing animals, into vehicles for transport to various licensed housing locations. And finally, housing includes inspectors assuring the animals needs for optimum health, safety and welfare are met whether that is short or long term.

6. 5% **Public Speaking** - Other related duties include occasional public speaking, presentations, conferences and exchange of information through contacts of related organizations regarding the Kansas Pet Animal Act.

In summary, the inspectors role is to insure the public health, safety and welfare of Kansas' citizens and enhance the economic viability of the state's companion animal industry and enforce laws governing such facilities and to promote understanding and gain public assistance in achieving this mission. This is done so by, timely inspections to insure compliance, thorough and concise investigations of complaints from the public and private sector and education of the public at various levels both related and unrelated to the industry.